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## Meeting Minutes

<b>Meeting Location</b>	Christiana Fire	<b>Minutes No.</b>	1516/NNC-1
<b>Meeting Date/Time</b>	November 15, 2010 7:00 – 8:30 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	January 10, 2011	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	North New Castle TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Jennifer Duval	<b>Project No</b>	Jacobs E3X36701

Attendees	Organization	Phone	Email
Brian Andrews	State Fire Fire Police - NCC	302-834-8494	<a href="mailto:rescue_ranger@verizon.net">rescue_ranger@verizon.net</a>
Nancy Bergeron	RK&K		<a href="mailto:nbergeron@rkkengineers.com">nbergeron@rkkengineers.com</a>
Dwayne Day	DeIDOT/TMC	302-659-4604	<a href="mailto:Dwayne.Day@state.de.us">Dwayne.Day@state.de.us</a>
Gene Donaldson	DeIDOT/TMC	302-659-4601	<a href="mailto:gene.donaldson@state.de.us">gene.donaldson@state.de.us</a>
Jennifer Duval	Jacobs	610-701-7000	<a href="mailto:jennifer.duval@jacobs.com">jennifer.duval@jacobs.com</a>
Frank Gant	Odessa Fire Company	302-545-3672	<a href="mailto:fgant@ofc424.com">fgant@ofc424.com</a>
Glenn Gillespie	DEMA	302-659-3362	<a href="mailto:glenn.gillespie@state.de.us">glenn.gillespie@state.de.us</a>
Jennifer Griffin	DSP - Troop 1	302-761-6677	<a href="mailto:jennifer.griffin@state.de.us">jennifer.griffin@state.de.us</a>
Wayne Hamilton	DeIDOT Traffic Safety - North District	302-326-4495	<a href="mailto:wayne.hamilton@state.de.us">wayne.hamilton@state.de.us</a>
Joe Heckler	Minquadale Fire Company	302-229-4484	<a href="mailto:jeckle507@comcast.net">jeckle507@comcast.net</a>
Gene Johnson	Five Points Fire Company	302-584-3939	<a href="mailto:genefpfc@comcast.net">genefpfc@comcast.net</a>
Darren O'Neill	DeIDOT		<a href="mailto:darren.oneill@state.de.us">darren.oneill@state.de.us</a>
Dennis Quinn	NCC – 911 Communications	302-395-8212	<a href="mailto:dmquinn@co.new-castle.de.us">dmquinn@co.new-castle.de.us</a>
Robert Stineman	Christiana Fire Company/ State Fire Police - NCC	302-832-3133	<a href="mailto:dsfp39@verizon.net">dsfp39@verizon.net</a>
William Streets	NCC – 911 Communications	302-395-8213	<a href="mailto:wfstreets@nccde.org">wfstreets@nccde.org</a>
John Subda	DeIDOT Traffic - Safety	302-222-5970	<a href="mailto:john.subda@state.de.us">john.subda@state.de.us</a>
Jack Troiani	Christiana Fire Company	302-324-3239	<a href="mailto:hdheritagesoft98@verizon.net">hdheritagesoft98@verizon.net</a>
Derek Voight	Jacobs	610-701-7000	<a href="mailto:derek.voight@jacobs.com">derek.voight@jacobs.com</a>
Adam Weiser	DeIDOT/Traffic	302-659-4073	<a href="mailto:adam.weiser@state.de.us">adam.weiser@state.de.us</a>

Item	Comments	Responsible Party/Action	Date Due
1.	<b>Purpose</b> This was a regularly scheduled meeting of the North New Castle County TMT Group (third Monday, every other month). Agenda items included: review of 9/20/10 TMT Meeting Minutes, a briefing on the I-95 & SR-1 Interchange project, a demonstration of	None	None

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	<p>DeIDOT’s interactive traffic map demonstration, and updates on the following items: pilot detour, pilot towing, crossovers, and speakers. Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>		
<p>2.</p>	<p><b><u>Review of September 20, 2010 North New Castle County Meeting Minutes</u></b>                      The minutes of the September 20, 2010 North New Castle County TMT Meeting were accepted without comment.</p>	<p>Jacobs will finalize minutes</p>	<p>ASAP</p>
<p>3.</p>	<p><b><u>I-95 and SR-1 Interchange Project</u></b>                      Darren O’Neill (DeIDOT) and Nancy Bergeron (RK&amp;K) provided an overview of the I-95 and SR-1 Interchange project. The project includes high speed directional ramps from I-95 to SR-1 and vice versa, as well as the separation of interstate and mall traffic. Key issues include construction staging, maintenance of traffic and mall access. Construction constraints include detours (maximum number of days), time of day restrictions for lane closures, and holiday/beach traffic.</p> <p>The following discussion then took place:</p> <ul style="list-style-type: none"> <li>• Will the high speed lanes be separated? Yes.</li> <li>• Will this be a 3-year project? Yes, approximately.</li> <li>• How long will the barrier be for the 5<sup>th</sup> lane merge? Until the lane is level with the other lanes.</li> <li>• What kind of public information is available? Billboards, website, brochures.</li> <li>• Will the toll plaza be done in August 2011? At this point the project is scheduled to be done in August 2011.</li> <li>• Will full lane shoulders be available for emergency vehicles? There will be seven phases of construction and during each phase, the availability will differ.</li> <li>• Will camera coverage be available? Permanent technology (cameras and detectors) are being installed and DeIDOT is purchasing portable cameras to use during construction.</li> <li>• Will there be crossovers provided in the barriers for emergency vehicle access? No, emergency vehicles will need to continue down on I-95 to access. The benefits of emergency vehicles were weighed with the benefits to users. There may need to be a dual response effort for now from the north and south). Once the project is completed, there will be a full lane shoulder.</li> <li>• Is there a tow truck contract in place? DeIDOT Motorist Assistance Patrol (MAP) program can help.</li> </ul>	<p>DeIDOT will provide a copy of the presentation for the TMT members</p>	<p>ASAP</p>
<p>4.</p>	<p><b><u>Interactive Traffic Mapping Demonstration</u></b>                      Gene gave a presentation on the data that is now available to the general public on DeIDOT’s website (<a href="http://www.deldot.gov">www.deldot.gov</a>) under the Interactive Traffic Maps link on the left side of the home page. The</p>		

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	<p>maps display the information that is available to DeIDOT from its traffic sensors, weather stations, CCTVs, and the messages that are displayed on the Department's Variable Message Signs. WTMC's live radio program is also available on the map's site. The map is based on Google Maps and can be zoomed into a particular area. The data to be displayed on the map (traffic sensors, CCTV, weather, etc) can be changed by clicking across the top of the map on the kind of data to be displayed. Clicking on the icon on the map will pull up the detailed live data or live camera image. The website is a work in progress and will continue to be updated to include more of the data that is available to the TMC.</p> <p>The group questioned if RECOM can still have camera access even when DeIDOT shuts down the cameras to the public. Gene is working with his staff on this topic. There is software that can be put into RECOM so that they can still view the camera when the public view is turned off.</p>	Investigate CCTV software for RECOM.	
5.	<p><b><u>Pilot Detour Update</u></b></p> <p>Jen provided an update on the pilot detour authentication tabletop exercise conducted in Kent County on October 26, 2010. The group walked through a scenario to test the process of activating a TMT-developed detour (participants were not evaluated). The goal is to train all TMT members on the use of the detours as well as develop a Quick Reaction Checklist (QRC) for the TMC Technicians. A similar exercise will be conducted within all of the TMT group locations.</p>	None	
6.	<p><b><u>Pilot Towing Update</u></b></p> <p>Derek provided an update on the pilot towing project. Updates are being made to the previously developed standard operating procedures that account for the new CAD system. Gene added that he met with DSP Majors and they are enthusiastic about taking the program statewide once the New Castle pilot is complete.</p> <p>The group questioned who is capable of running tags on an abandoned vehicle. Jennifer (DSP) noted that both RECOM and troops in their vehicles are capable of doing so.</p> <p>The group also discussed quick clearance and agreed that any car parked on the side of a highway is a hazard and shouldn't have a waiting period before removal. Jennifer (DSP) commented that they don't have the authority to tow unless the car poses a hazard. Gene commented that this is a good topic for the TMTs to work on together.</p>	Jacobs will add the topic to the TMT on-going project list	On-going
7.	<p><b><u>Crossovers</u></b></p> <p>Jacobs is working with FHWA and DeIDOT Safety to determine what is feasible regarding crossovers. Jacobs will bring crossover maps to the next meeting for group input.</p>	Jacobs will bring maps	March 21 <sup>st</sup> meeting

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8.	<p><b><u>Speakers</u></b></p> <p>Gene reported that future TMT meetings are planned to be more interesting and informative. While detours are important, the TMTs will focus on more than just detours moving forward. One element of this is securing guest speakers to talk about relevant projects or topics in incident management. The TMTs may also be used as a forum to discuss after-actions reviews of incidents. All TMT members are encouraged to submit ideas for speakers, incidents or meeting topics.</p>	TMT members to submit ideas for speakers, incident reviews, topics	On-going
9.	<p><b><u>Open Discussion</u></b></p> <p>Adam volunteered to provide an update on DeIDOT's Strategic Safety Highway Plan at the next meeting.</p> <p>The group expressed interest in hearing an overview of the US 202 &amp; I-95 interchange project at a future meeting.</p>	<p>Plan Update</p> <p>Jacobs will investigate</p>	<p>March 21<sup>st</sup> Meeting</p> <p>On-going</p>
10.	<p><b><u>Next Meeting</u></b></p> <p>The next meeting is scheduled for Monday, March 21<sup>st</sup> at 7:00. A location has not yet been determined for the meeting. If anyone would like to volunteer to host the next meeting, please let Jacobs know.</p>	TMT members to contact Jacobs if able to volunteer a meeting space	On-going